



**Texas Department of Health
Bureau of Emergency Management
EMT-Basic**

I. National Registry Testing Process

A. Signing up for a TDH National Registry Test Site

- Coordinator must mail or fax Course Completion Roster (CCR) (samples attached) to the Bureau of Emergency Management's central office (512.834.6714) after the students have completed the training course*
- Central office will immediately fax CCR to appropriate regional office for verification of accurate and complete information
- Central Office will enter the information into the state database within 48 hours of receiving that information. Once that information is put into the state database, prospective test candidates will be able to use the Texas certification query to verify if they are eligible to take the National Registry exam. There will be the statement "Eligible NR exam" next to the candidates name signifying that they are indeed eligible to sit for the exam

The web address is:

<http://www.tdh.state.tx.us/hcqs/ems/emshome.htm>

You must click on the certification query link

- Candidates will be able to schedule exams either online or by calling the regional office. It is up to the candidate to schedule these exams

* The CCR must be on letterhead which includes course/program address, phone number, email address, etc. and can have multiple student names on the CCR. The CCR shall have an attestation, which includes the following wording:

In compliance with the rules adopted under state law by the Texas Department of Health, I certify that the students listed below have successfully completed the EMT-Basic training program, which meets or exceeds the Texas Department of Health minimum requirements.

I further verify that the candidates listed below have been examined and performed satisfactorily so as to be deemed competent in each of the following skills:

patient assessment/management-trauma	spinal immobilization supine patient
patient assessment/management-medical	spinal immobilization seated patient
cardiac arrest management/AED	long bone immobilization
bleeding control/shock management	joint dislocation immobilization
bag- valve-mask apneic patient	traction splinting
supplemental oxygen administration	epi pen
upper airway adjuncts and suction mouth-	nebulizers
to-mask with supplemental oxygen	MAST

The coordinator must originally sign each course completion roster. There will also be a statement on the CCR that states that the Coordinator understands that by falsifying any information on this document, he/she will face disciplinary action by the department

B. National Registry Application and Testing Process

- All applicants will bring a completed NR application and fee to the test site, no applications will be available at the test site for National Registry
- Applicant will be verified that they are on the test roster and eligible to test, photo I.D.'s will also be needed for verification before a student will be allowed to take the National Registry test
- Applicant will be allowed to test only after the regional staff verifies these items

TDH staff will not verify or check each application for completeness. That will be left up to the individual testing candidate

C. National Registry Grading and Registering Process

- Once the candidate completes the test, the test answer sheet will be affixed to the application and fee for each student and mailed to the National Registry in Ohio.
- National Registry will grade the test and notify each individual of the results
- National Registry will also notify individuals if there are any issues involving the application or testing process with National Registry that may cause a delay in processing

TDH will not be grading these tests. The grading and notification process will be handled by National Registry. Any questions concerning exam results and/or issues with the exam itself will need to be addressed with National Registry at (614) 888-4484. However, National Registry will not give out exam results over the phone.

II. TDH Application and Certification Process

- There should be no substantial changes to the TDH's application and certification process
- Applicants do not have to apply to the department before applying and taking the NR test, although we will accept any application that may come in prior to taking the National Registry test. Coordinator's can still submit TDH applications to the department for their students at anytime. We would encourage the students who may have a criminal background to apply early so that the criminal history evaluation process can begin and cut down on the delay time for certification.
- TDH central office will verify National Registry registration prior to certifying applicants
- TDH certification will be issued for a 4 year period once our application process is complete

Coordinator Instructions for CCRs

? Minimal components

- as listed in policy 94-R (see <http://www.tdh.state.tx.us/hcqs/ems/sccc.htm>)
- additional minimal components:
 - NREMT skills statement & individual skills (see attached NREMT application)
 - additional Texas skills:
 - epi pen
 - nebulizers
 - MAST
 - on letterhead - or include unique logo
 - coordinator contact information:
 - phone
 - email
 - address
 - EMS ID #
 - student listing
 - name
 - SSN
 - completion date

? Formatting mandates/preferences

- document must be typewritten
- attestation statement preferred to be:
 - 10 pt. or larger
 - single spaced
 - underline course approval #
 - underline course level
 - underline city where course occurred
- student listing must be:
 - 12 pt. or larger
 - double spaced (1.5 OK)

(YOUR LETTERHEAD OR LOGO HERE)

Texas Department of Health Course Completion Roster

Program Name:

Course Number:

Level:

Course Location:

Completion Date:

Name, Last, First and Middle Initial (in alphabetical order)	Social Security Number	Course Completion Date

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I further verify that the candidates listed above have been examined and performed satisfactorily so as to be deemed competent in each of the following skills:

patient assessment/management-trauma
patient assessment/management-medical
cardiac arrest management/AED
bleeding control/shock management
bag-valve-mask apneic patient
supplemental oxygen administration
upper airway adjuncts and suction mouth-
to-mask with supplemental

oxygen
spinal immobilization supine patient
spinal immobilization seated patient
long bone immobilization
joint dislocation immobilization
traction splinting
epi pen
nebulizers
MAST

I understand that by signing this document I am attesting to all of the information on this document to be true and correct to the best of my knowledge. I also understand that the Texas Department of Health will take action against my EMS certification(s) if this information submitted has been falsified or is incorrect.

EMS Coordinator Name (printed)

EMS ID. Number

EMS Coordinator Signature



State College EMS Training Program
101 East Main Street
Collegeville, Texas 77889

In compliance with the rules adopted under state law by the Texas Department of Health, I certify that the students listed below have successfully completed the EMT-Basic training program, which meets or exceeds the Texas Department of Health minimum requirements. Course approval number 987654, Collegeville, Texas campus.

I further verify that the candidates listed below have been examined and performed satisfactorily so as to be deemed competent in each of the following skills:

patient assessment/management-trauma	supplemental oxygen administration	long bone immobilization
patient assessment/management-medical	upper airway adjuncts and suction	joint dislocation immobilization
cardiac arrest management/AED	mouth-to-mask with supplemental oxygen	traction splinting
bleeding control/shock management	spinal immobilization supine patient	epi pen
bag-valve-mask apneic patient	spinal immobilization seated patient	nebulizers
		MAST

<u>NAME</u>	<u>SSN</u>	<u>COMPLETION DATE</u>
Edward Wilson Jones	987-65-4321	06/07/02
Thomas Joseph Lane	456-78-9123	08/05/02
Thomas Lee Moore	321-65-9874	08/05/02
Sharon Eunice Nettles	741-85-2963	08/05/02
Andrew P. (only) Owen	963-85-2147	08/05/02
J. (only) Frank Dobie	147-25-8369	08/05/02
William Robert Smith	369-25-8147	08/05/02
William Robert Smith	123-45-6789	07/12/02

Completion Attestment

Print - 10 point or larger

Spacing - 1.0

Level - underline

Course approval # - underline

City - indicate city where course occurred

Skills attestation - must include NREMT skills and additional Texas skills

Student Course Completion Listing

Print - 12 point or larger **Spacing** - 1.5

Name - signify if actual name is the initial only

Page - number

FAQ's

On October 1, 2002, Texas will begin utilizing the National Registry of EMT's Examination Process for EMT-Basic candidates wishing to gain initial certification. To familiarize the EMS community with this process, a series of rollouts are being conducted throughout the state. The questions and comments listed below are designed to assist you in understanding the process for this change.

We encourage everyone to contact National Registry for any questions that they may have. You can also visit their website at www.nremt.org to learn more about their process. You can also link to their website by visiting TDH's Bureau of Emergency Management website at:

<http://www.tdh.state.tx.us/hcqs/ems/emshome.htm>

You can also contact Eddie Walker at 512-834-6700 or by email at eddie.walker@tdh.state.tx.us.

Coordinators' Questions and Answers - Course Completion Rosters (CCR), Etc.

Q: *Why do we have to submit a CCR? I already provide student CCRs.*

A: Students may not have applied at this point. This is how TDH is going to limit testing to only those who completed a Texas EMT course.

Q: *Should I verify you received the CCR I send?*

A: No. If the students' names aren't on the Certification Query website within 2 workdays, call EMS Standards at 512.834.6740.

Q: *Should I continue to provide individual CCRs to students?*

A: Yes.

Q: *Should I wait to fax the CCR until I have a certain number of students to list?*

A: We prefer that as many students as possible appear on the CCR, but don't hesitate to send as soon as the students complete the course. The student will probably want to test right away, and they'll be calling us if it's not shown on the website soon. We will be referring them right back to their coordinator.

Q: *When should my students submit their TDH applications?*

A: Ideally, after course completion, but before testing. This allows us to handle the application one time to certify. However, if the applicant has a crime history, we recommend earlier submission of the application (with fee), to ensure there will be sufficient time to complete the background check.

Q: *My training program doesn't have letterhead or a unique logo. What should I use?*

A: Just create one, and use it consistently (i.e. through WordArt or Draw, etc.)

Q: *How long will the students' names appear on the Certification Query?*

A: One year from course completion (to the last day of that month).

Q: *Does a student who fails the NR exam have to submit an NR application AND the TDH retest application?*

A: No. A candidate will receive exam results from NREMT, then will be responsible for arranging for an NREMT retest at one of the TDH-proctored NREMT exam sites, or any other NREMT exam site, nation-wide.

Q: *TDH previously provided a score breakdown, by subscale. Will you still do it?*

A: No. NREMT will provide exam scores with subscale breakdowns, directly to the student. For exam stats, program pass rates, questions relating to exam validity, etc. should be directed to the NREMT at 614.888.4484, or at www.nremt.org.

Q: *Will there be no more state EMT exams after 10/01/2002? In other words, if a student has already sat for the TDH exam and failed it, prior to 10/01/2002, does s/he now have to sit for the NREMT exam?*

A: A candidate who has already begun the state exam process may finish it, up until one year after his or her course completion date.

Q: *Does that preclude him or her from sitting for the NREMT exam?*

A: No. The NR exam remains an option for anyone who has successfully completed a state-approved course.

Q: *Will state EMT exams and NR EMT exams be given in the same exam sites?*

A: Yes.

Q: *The NR EMT exam time limit is 2½ hours, and the state exam is 2 hours. Will this create a problem?*

A: No. We already have candidates sitting for different levels of exams finishing within different time periods.